

THE

**NATIONAL SECURITY AGENCY**

*Presents Opportunities to Earn While You Learn  
Thru The Cooperative Education Program*



As a co-op at NSA you will gain valuable experience while you play a meaningful role in the Nation's communications security or production of foreign intelligence.

**ELIGIBILITY** - Must be a U.S. citizen. All applicants are subject to a physical background investigation and must be enrolled in the Cooperative Education Program with the University. Must have a G.P.A. of 3.0 or better on a 4.0 scale and have completed six semesters of language training (18 credit hours).

**WORK TOURS** - NSA operates under an alternating program. You will be required to work two (2) six month tours. The first six month tour will commence after completion of the junior year. The student will then return to school for one semester, come back to the Agency for a second six month tour, then return to school for their final semester. Work tours will begin either in January or June.

**REQUIREMENTS** - Student must have completed 18 credit hours of Russian, which should include intensive grammar and translation experience. The student should be well-versed in the area of listening comprehension. This means that you will be able to understand clearly, spoken colloquial Russian. Specific grammar areas that need special attention are participles, idiomatic expressions and all exceptions to the rules.

Students are required to score competitively on a language proficiency test (LPT) prior to beginning their co-op assignment and pass this test at the completion of their co-op assignment, and prior to, beginning full-time employment.

Once a security clearance is received, students are not allowed to visit any Soviet bloc countries. This policy remains in effect until the employee resigns from the Agency.

**ASSIGNMENTS** - Duties will include translation, transcription, reporting and analysis.

**AGENCY COOPERATIVE EDUCATION COORDINATOR:**

**RUSSIAN LANGUAGE COORDINATOR:**

**TELEPHONE:** (301) 859-4590

**TO APPLY** - Submit an SF171, Personal Qualifications Statement, and your grade transcripts through your university co-op coordinator to the address below. Due to the extensive processing involved at NSA, it is advisable to apply for a co-op position after four semesters (or Sophomore status), even though you cannot begin work until the completion of your Junior year.

\* **ADDRESS:** National Security Agency  
ATTN: M322 (CO-OP)  
Fort George G. Meade, MD 20755-6000

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**SALARIES:** Are determined by the percentage of credits completed towards degree. Each 20% block of credits completed with at least a 3.0 G.P.A. will allow the co-op to be promoted to the next grade. Grades range from a GGD-03/05 to GGD-07/01 which equates to \$13,374.00 to \$18,358.00

**SALARIES AFTER GRADUATION:** Full-time salaries for those who return after 52 weeks work experience at the Agency range from approximately \$22,450 to \$24,705.00 for language majors.

**COURSELOAD REQUIREMENTS:** Courseload for all semesters must be at least 15 credit hours with 12 of those hours in technical courses.

**FRIENDSHIP CO-OP ASSOCIATION:** The students have formed The Friendship Co-op Association at NSA to provide guidance and support to co-ops while at the Agency. It consists of a President, Vice-President, Treasurer, Secretary, Social Chairman and Housing Chairman. Each monthly meeting provides the co-op with information about the association, social activities, administrative updates, housing arrangements and guest speakers from the Agency.

**UNIVERSITIES IN THE NSA AREA:** Co-ops have the opportunity to enroll in classes while on their work tours at NSA. There are a wide variety of conveniently located universities in the area which are accredited in electrical engineering, computer science, and foreign languages. They include: Johns Hopkins University, the University of Maryland, Georgetown University, American University, Catholic University, and Howard University.

**BENEFITS:** Benefits as a co-op are the same as full-time employees. There is vacation and sick leave, participation in group health plans, retirement plans, the credit union, and life insurance. Co-ops will be paid for any legal holidays which fall within their work tours. Other benefits include:

**TRAVEL REIMBURSEMENT** - Students who attend out-of-state schools are reimbursed for travel from their school to the Agency for two work tours per year. This reimbursement will not exceed the cost of the common carrier.

**TUITION REIMBURSEMENT** - Students are eligible to apply for tuition reimbursement while involved in the Agency Co-op Program. The reimbursement equates to approximately one 3-credit course per semester while enrolled in school full-time. The amount of reimbursement will vary due to the amount of money allotted to the co-op budget. Co-ops are NOT ELIGIBLE for tuition reimbursement if they are receiving any type of tuition assistance such as a scholarship, GI Bill or other financial aid.

**HOUSING** - Housing is available for out-of-state co-ops in an area located approximately 20 minutes from the work facility. Co-ops share apartments and town-houses with 3-4 other co-ops. Presently, rent is approximately \$165.00 month (including utilities but not including food). Carpooling to work is usually available so having a car is not always necessary, but is highly recommended.



ENGINEERING COMPUTER SCIENCE PHYSICISTS MATH &amp; LANGUAGE MAJORS 12.18

**The National Security Agency**  
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Thru The Cooperative Education Program

As a co-op at NSA you will gain valuable experience while you play a meaningful role in the nation's communications security or production of foreign intelligence. In either area, you will be involved with continual challenge and satisfying learning experience since our mission demands that we work on the cutting edge of technology.

**ELIGIBILITY** - Must be a U.S. citizen. All applicants are subject to a physical background investigation and must be enrolled in the Cooperative Education Program with the University. Must have a GPA of 3.0 or better on a 4.0 scale and have completed Sophomore year.

**WORK TOURS** - NSA operates under an alternating program. This means each work tour will be alternated with a semester at school until a minimum of 52 weeks of work experience at the Agency has been completed prior to graduation. Work tours will be on a rotational basis, meaning the student will change areas within the Agency for each tour in order to obtain the widest variety of experiences. The work will be compatible with the co-ops ability. The first work tour is assigned according to operational need and the student's background, interest and academic status. Tours thereafter will increase in responsibility and difficulty, with the student having input as to where that tour will be.

Assignments Include:

\* **ENGINEERING:** design and development, test and evaluation of electronic communications systems. These multi-disciplinary assignments will extend to such rapidly advancing areas as optics, lasers, acoustics and micro-processors.

\* **COMPUTER SCIENCE:** design and implementation of software systems such as data base management systems, real time systems, management information systems, networking and distributed processing systems.

\* **SIGNALS ANALYSIS:** (physics majors) identification and classification of electro-magnetic emissions, radar systems, and the study of telemetry and beacon signals and trajectory data.

\* **LANGUAGES:** Participants must be majoring in a Slavic, Near Eastern or Asian language. Duties include translation, transcription, reporting and analysis.

\* **MATHEMATICS:** participants will be involved in conducting research in communications and computing, utilizing probability theory, statistics, Fourier analysis, modern algebra, Gilois theory, matrix theory and stochastic processes.

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COOPERATIVE EDUCATION COORDINATOR -

TELEPHONE: (301) 859-4590

**TO APPLY:** Submit an SF171 and your current grade transcripts through your university co-op coordinator to the address below. Due to the extensive processing involved at NSA, it is advisable to apply for a co-op position at least eight months to one year before a student wants to begin work. Your application should be submitted at the end of the Freshman year and work tours will begin after completion of the Sophomore year provided a 3.0 G.P.A. is obtained.

ADDRESS: NATIONAL SECURITY AGENCY  
ATTN: M322 (CO-OP)  
FT. GEORGE G. MEADE, MD 20755-6000

**SALARIES:** Are determined by the percentage of credits completed towards degree. Each 20% block of credits completed with at least a 3.0 G.P.A. will allow the co-op to be promoted to the next grade. Grades range from a GGD-03/05 to GGD-07/01 which equates to \$13,642 - \$18,726.

**SALARIES AFTER GRADUATION:** Full-time salaries for those who return after 52 weeks work experience at the Agency range from approximately \$31,446 - \$33,693 for electrical engineers; \$29,211 - 31,458 for computer scientists; and \$22,907 - 25,199 for foreign language majors.

**COURSELOAD REQUIREMENTS:** Courseload for all semesters must be at least 15 credit hours with 12 of those hours in technical courses.

**FRIENDSHIP CO-OP ASSOCIATION:** The students have formed The Friendship Co-op Association at NSA to provide guidance and support to co-ops while at the Agency. It consists of a President, Vice-President, Treasurer, Secretary, Social Chairman and Housing Chairman. Each monthly meeting provides the co-op with information about the association, social activities, administrative updates, housing arrangements and guest speakers from the Agency.

**UNIVERSITIES IN THE NSA AREA:** Co-ops have the opportunity to enroll in classes while on their work tours at NSA. There are a wide variety of conveniently located universities in the area which are accredited in electrical engineering, computer science, and foreign languages. They include: Johns Hopkins University, the University of Maryland, Georgetown University, American University, Catholic University, and Howard University.

**BENEFITS:** Benefits as a co-op are the same as full-time employees. There is vacation and sick leave, participation in group health plans, retirement plans, the credit union, and life insurance. Co-ops will be paid for any legal holidays which fall within their work tours. Other benefits include:

**TRAVEL REIMBURSEMENT** - Students who attend out-of-state schools are reimbursed for travel from their school to the Agency for two work tours per year. This reimbursement will not exceed the cost of the common carrier.

**TUITION REIMBURSEMENT** - Students are eligible to apply for tuition reimbursement while involved in the Agency Co-op Program. The reimbursement equates to approximately one 3-credit course per semester while enrolled in school full-time. The amount of reimbursement will vary due to the amount of money allotted to the co-op budget. Co-ops are NOT ELIGIBLE for tuition reimbursement if they are receiving any type of tuition assistance such as a scholarship, GI Bill or other financial aid.

**HOUSING** - Housing is available for out-of-state co-ops in an area located approximately 20 minutes from the work facility. Co-ops share apartments and town-houses with 3-4 other co-ops. Presently, rent is approximately \$165.00 month (including utilities but not including food). Carpooling to work is usually available so having a car is not always necessary, but is highly recommended.

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**NATIONAL SECURITY AGENCY  
CENTRAL SECURITY SERVICE  
FORT GEORGE G. MEADE, MARYLAND 20755-6000**

**NATIONAL SECURITY AGENCY**

**UNDERGRADUATE TRAINING PROGRAM**

**TUITION AND FEES PAID 100%  
INCOME WHILE ATTENDING COLLEGE  
WORK PERIODS DURING SUMMER BREAKS  
FULL TIME EMPLOYMENT AT GRADUATION WITH PROFESSIONAL SALARIES**

Are you thinking of becoming an ELECTRONIC ENGINEER, COMPUTER SCIENTIST, MATHEMATICIAN or a LINGUIST???

As a Scholar with the National Security Agency, you will gain valuable experience while you play a meaningful role in the nation's communications security or production of foreign intelligence. In either area, you will be involved with continual challenges and satisfying learning experiences since our mission demands that we work on the cutting edge of technology.

ELIGIBILITY - The National Security Agency has established a Scholarship Program which is particularly for minorities and the handicapped. You and your immediate family members must be U.S. citizens. All applicants are subject to a full field background investigation and must satisfy Agency medical requirements; must maintain full-time college status, majoring in electrical, electronic or computer engineering, computer science, mathematics, or selected foreign languages; must have a high school grade point average of 3.0, and be nominated by your high school and selected by NSA; must submit SAT results (minimum of 1100); and, maintain at least a 3.0 grade point average while in college.

OBLIGATION - Participants must agree to continue in the Agency's employment after completion of the training program for a period of one and a half (1 1/2) times the length of training. This will normally equal 60 months (5 years). During this period the participant's salary will be commensurate with his/ her academic and professional experience.

Participants may repay the government through an installment plan should there be any reason to resign from the program.

AFTER GRADUATION - The National Security Agency's people-oriented management and exciting work contribute to its low attrition rate. When you are graduated from college, you will be looking for a challenging career. With this program, you get the best of all opportunities: full scholarship, employment with a nationally recognized employer performing a vital service to the nation and a professional salary scale.

WORK TOURS - You may work full-time during the summer school break. The first work tour is the summer following high school graduation and before starting college full time. Initial work tours will acquaint you with the variety of technical skills available: engineering, math, computer science and if appropriate foreign languages. As you develop an interest in a more specific profession, we will ensure that your work assignments support this emerging interest.

TRAVEL - We will pay for you to travel between school and work if it exceeds 75 miles.

HOUSING - Should you need a place to stay while you are working, affordable housing may be arranged through the University of Maryland. Approximate cost to the participant is \$8.00 per day.

LOCATION OF WORK - All assignments are with the National Security Agency facilities located between Baltimore and Washington, D. C.

APPLICATION PROCESS - Applications must be submitted no later than 1 December 1987 through your High School Guidance Office. Applications must include recommendations from your high school, list of high school courses and grades, activities (science fairs, language clubs, computer clubs, hobbies, employment, etc.), and SAT or ACT results.

1. Submit a SF171 (Application for Federal Employment) and include:
  - a. High School Transcripts (9th - 11th grade)
  - b. Recommendation of your High School
  - c. SAT or ACT Results
  - d. OPM Form 1386 - Background Survey Questionnaire 79-2

2. SUBMIT ALL FORMS TO:

Manager, Undergraduate Training Program  
National Security Agency  
ATTN: M322 - (UTP)  
Fort George G. Meade, Maryland 20755-6000

**\*\*DEADLINE: 31 December 1987**

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2. From the above nominees, individuals will be selected and asked to complete the remaining application process.

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#### PROPOSED SALARIES FOR THE PARTICIPANTS

Students will receive compensation during periods of employment and while attending college as follows:

FIRST year of college    GGD-02/01    at    \$10,816.00 per annum (approx. \$208/week)

(above rate is divided into 26 two-week pay periods)

SALARIES at GRADUATION are competitive. Current salaries are:

Engineering	\$27,538.00 to \$28,762.00 based on G.P.A.
Computer Science	\$25,434.00 to \$26,566.00 based on G.P.A.
Mathematicians	\$24,478.00 to \$25,702.00 based on G.P.A.
Linguists	\$18,358.00

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**NATIONAL SECURITY AGENCY  
CENTRAL SECURITY SERVICE**  
FORT GEORGE G. MEADE, MARYLAND 20755-6000



**HIGH SCHOOL WORK STUDY PROGRAM**

The National Security Agency is a federal organization tasked with the responsibility for designing and developing secure communications systems and electronic data processing devices to transmit, receive and process information vital to the security of the United States.

LOCATION: NSA is headquartered at Fort George G. Meade, Md. with offices in Dorsey, Linthicum (near BWI Airport) and Northern Prince Georges County.

WHO IS ELIGIBLE: Any Junior in High School who is enrolled in either the Data Processing Program or the Cooperative Education Program.

PRE-EMPLOYMENT PROCESSING: Due to the nature of the work performed at NSA, and the necessity of granting a security clearance to every employee, it is required that each applicant undergo extensive pre-employment processing to include aptitude testing, a personal job interview, a medical interview and examination, and a polygraph interview. The medical and polygraph appointments will take place at our Friendship location. Once the pre-employment processing has been completed, a minimum period of 3 to 6 months is required for the completion of the background investigation.

SALARY: GGD-01, \$9,811.00 per annum (approximately \$4.70 per hour)

TRAINING: 1. On-the-job training during the Junior/Senior summer.  
2. Work-Study Program during the Senior year.

CONDITIONS FOR RETENTION IN THE WORK STUDY PROGRAM:

1. Meeting standards of performance on the job.
2. Passing grades in classwork
3. Must stay in the Work-Experience Program.
4. If a student is absent from school, he/she must also be absent from work.
5. Achieve a satisfactory evaluation by both your work supervisor and Work Experience Coordinator.
6. Employment may be terminated if employee's personal conduct warrants such action.

PLACEMENT UPON GRADUATION OF THE WORK-STUDY PROGRAM: While there is no guarantee that you will be retained for full-time or part-time employment subsequent to graduation, every effort will be made to place each student who is performing in a satisfactory manner.

NATURE OF APPOINTMENT: This will be an indefinite appointment not to exceed 32 hours per week and not less than 15 hours per week. When school is in session, students may work a maximum of 7 hours per day, not to exceed a combination of 12 hours of work and school. Students may not work more than 8 hours on a non-school day.

- ENTITLEMENTS:
1. Earn sick and annual leave in proportion to the time actually worked:
    - A. Sick Leave- 1 hour for every 20 hours worked.
    - B. Annual Leave- 1 hour for every 20 hours worked.
  2. Eligible for enrollment in the health benefits and the life insurance programs through the Agency.
  3. Covered by the Federal Employees Retirement System (FERS). You pay full Social Security taxes and a small contribution to the Basic Benefit Plan.

TRANSPORTATION: Every effort will be made to help you find transportation; however, transportation is your responsibility for getting to and from work.

POSITIONS OPEN TO WORK EXPERIENCE STUDENTS:

CLERICAL ASSISTANTS, who type, file, maintain records, answer phones, and operate business equipment.

ANALYTIC AIDES, who sort, research and assist with the preparation of reports, as well as handling non-typing clerical tasks.

ACCOUNTING ASSISTANTS, who handle ledgers and analyze and maintain vital financial records.

COMPUTER AIDES, who operate our data processing equipment, often the most sophisticated machinery on the market.

MATERIAL CONTROL ASSISTANTS, who assure the safe processing, storage and handling of our sensitive classified materials.

DATA ENTRY OPERATORS, who type information into the computer using good keyboard skills.

The National Security Agency  
Office of Employment (M322)  
Fort George G. Meade, Maryland 20755-6000  
(301) 859-6444  
An Equal Opportunity Employer